

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1094

TITLE: DEPUTY DIRECTOR, PUBLIC WORKS AND ENVIRONMENTAL SERVICES

GRADE: S-37

DEFINITION:

Under general direction of the Director, Public Works and Environmental Services, plans, manages, and coordinates operational activities of Land Development Services (LDS), or the combined business areas of Stormwater and Wastewater within DPWES; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Director, Public Works and Environmental Services is distinguished from the Director, Department of Public Works and Environmental Services, in that the Deputy Director manages operations of the LDS business area or the combined business areas of Stormwater and Wastewater, whereas the Director serves as the Chief Administrative Officer of the entire Department of Public Works and Environmental Services.

ILLUSTRATIVE DUTIES:

Provides oversight to LDS divisions or the combined business areas of Stormwater and Wastewater;

Supports the Director of the Department of Public Works and Environmental Services with specific oversight of LDS or the combined business areas of Stormwater and Wastewater;

Establishes goals, objectives, and priorities for divisions within the business area;

Ensures that programs comply with Federal, State, and County laws and regulations;

Approves operational policies and procedures for the business area, and oversees implementation of same;

Monitors operational and fiscal performance, and provides guidance to ensure attainment of business area objectives;

Coordinates various program activities with other business areas in DPWES, and ensures effective interface of operations/programs with other departments, as well as with various governmental agencies at the County, State, and/or Federal level;

Provides guidance to division directors relative to performance goals and objectives, serves as initial rater in the performance reviews of division directors, and provides guidance on development needs;

Oversees LDS or Stormwater and Wastewater responsibilities to the Board of Supervisors and County Executive;

Oversees the Human Resources, Financial, and Systems Branches to ensure they provide adequate support to the Divisions of the business area;

Responds to Board matters, and provides additional input, testimony, etc. as required.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the theory and practice of public works, environmental services, and public administration;

Knowledge of County budget processes and principles of fiscal management;

Knowledge of State and County laws and regulations that pertain to public works and environmental services;

Ability to organize and administer a large, diversified business area;

Ability to effectively manage, develop, and motivate division management;

Ability to develop effective working relationships with DPWES staff and division management, County leadership, other County agencies and departments, other governmental entities, and the public;

Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a bachelor's degree in engineering, urban and regional planning, business administration, public administration, or a related field;
PLUS

Seven years of progressively responsible public works and/or environmental services management experience, five years of which must have been in a management or supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED:	September 24, 2008
ESTABLISHED NEW CLASS #	July 2006
REVISED:	May 25, 2004
ESTABLISHED:	March 5, 2004